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**Monday  
September 15,  
2014**

2014 SEMINAR LOCATION  
**OMNI SAN ANTONIO HOTEL**  
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**ENHANCE YOUR EEO KNOWLEDGE** at the **2014 EEOC San Antonio Training Institute Seminar**. This informative seminar, **sponsored by the EEOC San Antonio Field Office**, will be held at the Omni San Antonio Hotel.



# EEOC San Antonio Seminar

**U.S. Equal Employment Opportunity Commission**

For EEOC guidance  
materials, fact sheets,  
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## **TRAINING YOU CAN'T AFFORD TO MISS!**

Join EEOC for the best in EEO training from the experts who enforce the law.

Questions about the seminar?

**Rodney Klein**  
**Dallas District, EEOC**  
(210) 281-7666  
(210) 281-7606 FAX  
(210) 281-7610 TTY  
[rodney.klein@eeoc.gov](mailto:rodney.klein@eeoc.gov)



**EEOC**  
**Training Institute**  
*...Learn from the Experts*

Monday, September 15, 2014

# EEOC San Antonio Seminar

[www.eetraining.eeoc.gov](http://www.eetraining.eeoc.gov)

## Top 5 Reasons to Attend an EEOC Seminar

- Get Updates on the Latest Changes to EEO Laws and Regulations
- Avoid Common Pitfalls and Mistakes
- Learn Best Practices
- Prepare for Tough HR Decisions
- Meet the People who Enforce the Laws

## Hotel Arrangements

*Registrants are responsible for their own hotel Arrangements.*

## Who Should Attend?

- Human Resources
- EEO Managers and Staff
- Attorneys
- Managers and Supervisors
- State and Local Officials
- Union Officials
- Federal EEO Staff (seminar approved for EEO Investigator Refresher credit)

## Training Institute Policies - Training Event 14TDAL02

**PAYMENT — \$349** Fee includes seminar, lunch and refreshments at breaks, and an eight-volume EEO library on CD. **PAYMENT MUST ACCOMPANY REGISTRATION.** *EEOC Tax ID Number: 52-0812909*

### GET A DISCOUNT PRICE of \$319 by:

1) registering on-line with a credit card up to the day before the seminar, or  
2) registering early by mail or FAX. Check or faxed credit card payment information must be received before August 15, 2014 for early bird discount. Check or faxed credit card registrations received after August 15, 2014 will be charged \$349. **NOTE:** All credit card charges will be listed as EEOC Training Institute on your statement.

**PAYING BY GOVERNMENT PURCHASE ORDER** *Please note: This type of payment is not eligible for the Early Bird discount.*

**State and Local Government Registrants:** In order to be confirmed: submit a copy of the purchase order, purchase order number, billing name, address and instructions, and agency tax ID number. For all Purchase Orders, please provide the name, phone number and email of a contact person for questions regarding purchase order and payment. "Purchase order number" could also be a requisition or document number, as appropriate.

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You may also **MAIL** your registration application with payment to **EEOC TRAINING INSTITUTE, REGISTRATION PROCESSING, 6841 ELM STREET, SUITE 1092, MCLEAN, VA** OR **FAX** your registration with payment to 518.615.8422.

**QUESTIONS ABOUT REGISTRATION?** 1.866.446.0940;  
TTY# 1.800.828.1120; [eeoc.traininginstitute@eeoc.gov](mailto:eeoc.traininginstitute@eeoc.gov)

**CONFIRMATION —** Registrants will receive written email or fax confirmation upon receipt of a complete registration application and payment. Space is limited, so register early, preferably at least 14 days prior to the seminar. Late registrations will be accepted on a space-available basis. Confirmation email should be brought to the event.

### CANCELLATIONS, REFUNDS, NO SHOWS

Cancellations received more than 10 business days prior to the seminar are eligible for a refund less a \$35 processing fee. No shows are not eligible for a refund. Substitutions may be made prior to the beginning of the seminar.

**REASONABLE ACCOMMODATION REQUESTS —** If you need an accommodation, please note it on the registration form and we will

# AGENDA San Antonio EEOC SEMINAR Monday, September 15, 2014

## Schedule

- Registration: 7:30 am
- Start: 8:15 am
- Lunch provided
- End: 4:15 pm

### • LET EEOC BE YOUR TRAINER

Experienced EEOC staff will come to your worksite and provide training on popular EEO topics such as harassment or an overview of EEO. For more information, contact:

**Rodney Klein**

Education Manager

210-281-7666

rodney.klein@eeoc.gov

**Credits: Human Resource Certification Institute (HRCI) Recertification credits have been requested. The seminar also meets the yearly refresher training requirement for federal agency EEO investigators.**

**8:15 a.m. Welcome**

**8:30 a.m. The EEOC's Strategic Enforcement Plan**  
(Christopher Lage, Assistant General Counsel, EEOC)

The EEOC unveiled its new Strategic Enforcement Plan. Hear how the plan will focus the agency's enforcement and litigation activities over the next several years and get a head start on making sure your policies address these issues.

**9:30 a.m. Newsflash: Get the Full Story behind Those Sensational Headlines**  
(Debra Moser-Finney, Outreach and Education Manager, Memphis District, EEOC)

Many EEOC lawsuits are making national headlines, but you can't always believe what you read in the headlines. Get the inside story on the EEOC's recent litigation efforts and what it means for you.

**10:45 a.m. Case Law Update**  
(Chris A. Scherer, Principal, Law Office of Chris A. Scherer)

What have the courts been up to this past year and how will it influence your personnel decisions? Attorney Chris Scherer will take you through the relevant court cases of the past year and explain why they are important to you.

**11:45 a.m. Lunch and Networking**

**1:00 p.m. Ever Work in a Place Where People Don't Get Along?**  
(Joe Bontke, Outreach and Education Manager, Houston District, EEOC)

Harassment can sometimes feel like a pervasive problem in the workplace. The harder you try to keep it out, the more it is determined to surface. Learn from Joe Bontke the best way to manage the risk associated with harassment issues and the conflicts at their core.

### Afternoon Workshops

**2:00 p.m.**

**The Inside Story: Protecting Vulnerable Populations**

(Robert Canino, Regional Attorney, Dallas District, EEOC)

The EEOC's litigation against *Henry's Turkey Service* resulted in the second largest jury award ever given in an EEO case. Learn from the lead attorney the lessons *Henry's* teaches us about how employment of persons with disabilities may parallel other cases of exploitation and trafficking.

**3:15 p.m.**

**Reasonable Accommodations under The ADA**

(Rodney Klein, Outreach and Education Manager, Dallas District, EEOC)

Walk through the interactive process and learn how to address disability accommodation issues in your workplace.

**4:15 p.m. Adjourn**

**2:00 p.m.**

**EEOC Charge Processing from A to Z**

(Norma Guzman and Jose Colon-Franqui, Enforcement Supervisors, San Antonio Field Office, EEOC)

Learn about the San Antonio EEOC's charge handling processes from the time the charge is filed to its final determination and everything in between.

**3:15 p.m.**

**OFCCP Hot Topics**

(James Shinn, Acting District Director, OFCCP, San Antonio)

A must session for federal contractors. Find out the latest initiatives and regulations announced by OFCCP.

# EEOC San Antonio Seminar September 15, 2014

(Event Code 14TDAL02)

Please print and use a separate form for each attendee.

## 3 ways to register

- **ON-LINE - GET DISCOUNT PRICE**

[www.eeotraining.eeoc.gov](http://www.eeotraining.eeoc.gov)

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- **MAIL**

**EEOC TRAINING INSTITUTE**

**131 M STREET, NE**

**SUITE 5NE31J**

**WASHINGTON, DC 20507**

- **FAX to 518.615.8422**



By registering for a Training Institute event, you agree to all applicable Institute policies.

**Have you attended** an EEOC sponsored seminar, course or conference in the last 5 years? ☐ Yes ☐ No

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_ Suborg \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Business Telephone ( ) \_\_\_\_\_ ( ☐ if TTY, please check)

Fax No. ( ) \_\_\_\_\_ Company/Agency Tax ID Number \_\_\_\_\_

Do you require a reasonable accommodation, due to a disability, in order for you to attend this program? ☐ Yes Describe accommodation requested or special diet needed. \_\_\_\_\_

**AMOUNT OF PAYMENT:** \$349 Discount Price of \$319 available for online registrations up until the day before the seminar and for mailed check or mailed/faxed credit card payment registrations received by August 15, 2014. Faxed/mailed credit card registrations received after August 15, 2014 will be charged \$349.

**Credit Card** ☐ MasterCard ☐ Visa ☐ American Express ☐ Discover

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Person filling out this form (if different than registrant)

Name \_\_\_\_\_

Email \_\_\_\_\_

**# Employees at Your Facility:**

- ☐ Under 50
- ☐ 50-99
- ☐ 100-249
- ☐ 250-499
- ☐ 500-999
- ☐ 1,000+

**Your Organization's Business Type:**

- ☐ Federal Gov't
- ☐ State/Local Gov't
- ☐ Private

**Your Position Category:**

- ☐ Attorney ☐ EEO Director, Manager, Supervisor
- ☐ EEO Professional (Investigator, Counselor, Specialist)
- ☐ HR Director, Manager, Supervisor ☐ HR Staff
- ☐ Mediator, ADR ☐ Other Manager, Supervisor
- ☐ President, CEO, Owner ☐ Union Representative
- ☐ Other \_\_\_\_\_

**How did you learn about our seminar?**

- ☐ Brochure in mail ☐ Email ☐ Colleague
- ☐ Website/Internet ☐ Newspaper/Radio Ad
- ☐ Professional Organization ☐ SHRM ☐ EEOC event
- ☐ Other \_\_\_\_\_